CM-ECF Procedure
Cases Report

The **CASES REPORT** displays information for a group of cases based on the following user specified selection criteria:

◆   Case Type
◆   Chapter
◆   Trustee

Additionally, the information displayed can be limited by date ranges based on:

◆   Date Filed
◆   Date Entered
◆   Date Discharged
◆   Date Dismissed
◆   Date Closed
◆   Date Converted

The information can be displayed sorted by one or more of the following:

◆   Filed Date
◆   Entered Date
◆   Case Number
◆   Terminal Digit
◆   Case Type
◆   Trustee

STEP 1   Left click the **Reports** hypertext link the **CM/ECF Main Menu Bar.** (See
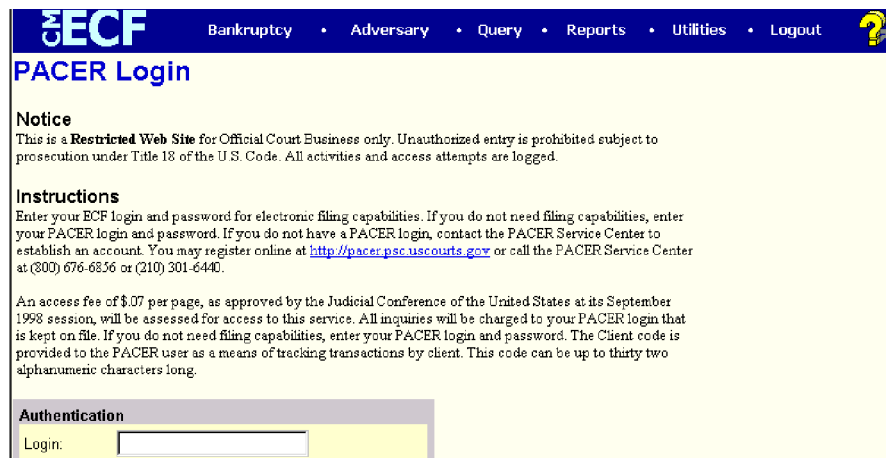   Figure 1.)

Figure 1

STEP 2

The **REPORTS MENU** screen displays. **(See Figure 2.)**

CM-ECF | Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Reports
Cases
Claims Register
Docket Report

Calendar Events
Creditor Mailing Matrix

AO Statistics Division Reports...

Figure 2

CM-ECF | Bankruptcy • Adversary • Query • Reports • Utilities • Logout

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication
Login:

◆   Left click the **Cases** hypertext link.

STEP 3   The **Pacer Login** screen displays. **(See Figure 3.)**

Figure 3

◆
Le
ft
click in the **Login** box and key in your Pacer login.

◆   Left click in the **Password** box and key in your Pacer password.

STEP 4   The **Cases Report** selection screen displays. **(See Figure 4.)**

Figure 4

◆   To specify a **Selection Criteria**, left click in one or more of the following
        boxes to indicate your choice:

Figure 6

NOTE: In boxes with scroll bars, select the option by scrolling to the desired option then left clicking that option to highlight.

- **!** Case Type
- **!** Chapter
- **!** Trustee
- **!** Date Type
- **!** From (date range)

◆ To select the **Sort Sequence**:

- **!** Left click in first **Sort By** field, left click the drop down box arrow and left click to highlight the first sort preference from the following choices:

  - **#** Filed Date
  - **#** Entered Date
  - **#** Case Number
  - **#** Case Type
  - **#** Office
  - **#** Trustee

- **!** To sort by additional factors, left click in the second and third **Sort By** fields and select your sort preference.

◆ To display open cases only on the report, left click to check the **Open Cases Only** checkbox.

◆ To display closed cases only on the report, left click to check the **Closed Cases** Only checkbox.

STEP 7 Once all the report sorting options have been selected, left click the **Run Report** button to display the **Cases Filed Report**.